

December 15, 2025 (a)

APPROVED
REGULAR MEETING OF THE BOARD OF MANAGERS OF THE
MIDDLE-SNAKE-TAMARAC RIVERS WATERSHED DISTRICT
HELD AT THE DISTRICT OFFICE IN WARREN

8:30 a.m.

December 15, 2025

The Meeting was called to order by President Bill Petersen, Managers Bill Petersen, Keith Szczepanski, Lein Schiller and Jared Sands were present. Mori Maher, Kyle Schlomann, Tyler Larson, Katrina Haugen, Robert Adam, Tony Nordby, Dean Denaliski, and Jim Duckstad were also present. Jeff Hane and Dillon Nelson were in attendance using Microsoft Teams.

Motion by Mr. Jared Sands, seconded by Mr. Keith Szczepanski, to approve the agenda as presented. Motion unanimously carried

Motion by Mr. Joey McGregor, seconded by Mr. Lein Schiller to approve the minutes of the November 17, 2025, meeting as presented. Motion unanimously carried

The Treasurers Report was reviewed and filed for the Auditor

Motion by Mr. Lein Schiller, seconded by Mr. Joey McGregor to pay the following checks: Payroll checks 7354-7365 in the amount of \$21,484.46; From Administrative Funds check #20239-20254 in the amount of \$23,832.73 including ACH withdrawals; From Project Funds check #3711-3718 in the amount of \$262,351.26; From RRWMB funds check #236 in the amount of \$218,180.44; From Ditch Funds checks #3825-3829 in the amount of \$25,955.34. Motion unanimously carried.

Motion by Mr. Joey McGregor, seconded by Mr. Jared Sands to approve the following permit:

Permit 25-080 Gary Johnston to install 155 acres of field pattern drain tile in the NW4 of section 7 Angus Township with ¼" drainage coefficient; 40' tile spacings; (1)- 15" CSP gravity outlet to Polk County Ditch #43 (~Sta 268+50)

Motion unanimously carried

The following Administratively Approved permit was reviewed

Permit 25-079 Baily Forst to install a new crossing and 30" X 50' culvert in the SW4 SE4 Section 28 Viking Township.

Technician Tyler Larson provided information on JD #14, SD #3 and CD #39 repair needs and asked the board how they wanted to proceed. It was the consensus of the board to proceed with drawing up a plan for JD #14. Administrator Maher was directed to work with Houston Engineering to come up with a plan to address the sluffing on the meander portion of SD #3 prioritizing farmyards. It was the consensus of the board to proceed with obtaining Right of Way from 3 landowners along CD #39 to proceed with addressing ~600' stretch of undercutting.

Technician Kyle Schlomann discussed a failing culvert on PCD #175 about ¾ of a mile East of MN 220 in the SE4 of Section 5 Northland Township that is the Watershed District's responsibility. The District's policy is to replace the equivalent of what is in place, but the landowner is asking for a longer culvert as the field access is not wide enough for modern farm equipment. Currently, there is a 30 ft long, 73"x55" CSPA in place. The renter has stated that they would like to have a 60ft long culvert installed. The renter has indicated that the landowners and himself are willing to pay the material cost difference if a 60' pipe was installed.

Motion by Mr. Lein Schiller, seconded by Mr. Joey McGregor that the Watershed District replace the failing 30ft long 73"x55" CSPA with a 60ft long 73"x55" CSPA with the Watershed District paying for 30' and the

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landowner and renter paying for any additional length. The District will hire a contractor to do the work and will cover the cost of installation, while the landowners are to provide any additional dirt needed for widening the crossing. Motion unanimously carried.

Administrator Maher and Tony Nordby from Houston Engineering provided an update on the Nelson Slough project along with discussion on pre-ordering the 6 gates and actuators or having that included with the bidding. Administrator Maher presented the board with the Flood Hazard Mitigation (FHM) Resolution for funding on Nelson Slough and discussed the easements for the JD #19 repair relating to the project.

Motion by Mr. Keith Szczepanski, seconded by Mr. Joey McGregor to authorize President Bill Petersen and Secretary Bradly Blawat to sign the FHM Resolution. Motion unanimously carried.

Dillon Nelson from HDR Engineering was in attendance to discuss the Newfolden project and present a change order for removing additional trees within the impoundment.

Motion by Mr. Lein Schiller, seconded by Mr. Joey McGregor to approve Change order #7 for tree removal within the Newfolden Impoundment for \$6,000.00. Motion unanimously carried.

Administrator Maher provided an update on his research for improving the Watershed Districts Accounting process.

The Watershed District received proposals from 5 contractors to demo the former Klipping residence south of Oslo. All proposals were presented to the Board for review.

Gowan Construction	\$75,000.00
Quality Spray Foam/Andy Anderson	\$34,815.00
Greenway Environmental	\$38,000.00
Greenway Environmental	\$30,000.00 if work can be done in June 2026
Travis Johnson	\$21,582.00
Olson Construction TRF	\$43,000.00

Motion by Mr. Keith Szczepanski, seconded by Mr. Lein Schiller to proceed with Travis Johnson at the low bid of \$21,582.00 after Administrator Maher confirms he has the required credentials, and he understands the scope of the work required to be performed. Motion unanimously carried.

If Travis Johnson is unable to do the work at the proposed price, Administrator Maher is directed to proceed with the second lowest bid of \$34,815.00.

Administrator Maher discussed Holiday hours for the office over Christmas and New Years. It was the consensus of the board to close the office on Friday December 26th and Friday January 2nd.

2026 COLA increases were discussed

Motion by Mr. Joey McGregor, seconded by Mr. Jared Sands to approve a 2026 COLA increase of 3%+\$0.30 per hour for all employees and to look at adopting a step system for District Staff. Motion unanimously carried.

Administrative Assistant Katrina Haugen proposed changes to the personnel Policy including language regarding MN Paid Family Medical leave.

Dean Denaliski left the meeting at approximately 10:28 a.m.

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Dillon Nelson left the meeting at approximately 10:30 a.m.

Motion by Mr. Keith Szczepanski, seconded by Mr. Brad Blawat to approve adding language for Paid Family and Medical Leave to the employee handbook. Motion unanimously carried. No action was taken on additional policy changes to allow for more time to review the proposed language.

Motion by Mr. Joey McGregor, seconded by Mr. Keith Szczepanski to approve the following MSTRWD Board of Managers 2026 Board meeting schedule.

**2026 Schedule of Regular Board Meetings
 Board of Managers
 Middle Snake Tamarac Rivers Watershed District**

Regular Monthly Meetings	Time	Alternate Date	Time
January 20, 2026	8:30 a.m.	January 26, 2026	8:30 a.m.
February 2, 2026	8:30 a.m.	February 9, 2026	8:30 a.m.
February 17, 2026	8:30 a.m.	February 23, 2026	8:30 a.m.
March 2, 2026	8:30 a.m.	March 9, 2026	8:30 a.m.
March 16, 2026	8:30 a.m.	March 23, 2026	8:30 a.m.
April 6, 2026	8:30 a.m.	April 13, 2026	8:30 a.m.
April 20, 2026	8:30 a.m.	April 27, 2026	8:30 a.m.
May 4, 2026	8:30 a.m.	May 11, 2026	8:30 a.m.
May 18, 2026	8:30 a.m.	May 26, 2026	8:30 a.m.
June 1, 2026	8:30 a.m.	June 8, 2026	8:30 a.m.
June 15, 2026	8:30 a.m.	June 22, 2026	8:30 a.m.
July 6, 2026	8:30 a.m.	July 13, 2026	8:30 a.m.
July 20, 2026	8:30 a.m.	July 27, 2026	8:30 a.m.
August 3, 2026	8:30 a.m.	August 10, 2026	8:30 a.m.
August 17, 2026	8:30 a.m.	August 24, 2026	8:30 a.m.
September 8, 2026	8:30 a.m.	September 14, 2026	8:30 a.m.
September 21, 2026	8:30 a.m.	September 28, 2026	8:30 a.m.
October 5, 2026	8:30 a.m.	October 12, 2026	8:30 a.m.
October 19, 2026	8:30 a.m.	October 26, 2026	8:30 a.m.
November 2, 2026	8:30 a.m.	November 9, 2026	8:30 a.m.
November 16, 2026	8:30 a.m.	November 23, 2026	8:30 a.m.
December 7, 2026	8:30 a.m.	December 14, 2026	8:30 a.m.
December 21, 2026	8:30 a.m.	December 28, 2026	8:30 a.m.

NOTE: The First Meetings of the Month may be cancelled if there is a lack of District business. **September and October Board meetings will be dependent on harvest and having a quorum of the board.**

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Motion unanimously carried.

Administrator Maher asked the board if they would approve waiting to forward Red Board funds to the Red River Watershed Management board until January so that Wetland Credits for Nelson Slough could be purchased. It was the consensus of the board to wait till January to forward funds to the Red River Watershed Management Board.

Mr. Joey McGregor provided an update from the last One Watershed One Plan meeting that was held in November.

Administrator Maher provided information on a DPA that was received and responded to.

Administrator Maher and Mr. Bill Petesen provided an update on the MN Watershed's Annual Conference that was held at the beginning of December.

The following meetings were announced:

1. RRWMB Meeting Tuesday, December 16th 2025 at 10:00 a.m. in Ada, MN
2. Legislative Open House Tuesday, January 20, 2026 at 10:30 a.m. Moorhead MN

Motion by Mr. Jared Sands, seconded by Mr. Brad Blawat to adjourn the Meeting. Motion unanimously carried.

The Meeting was adjourned at 11:30 a.m.

Katrina Haugen
Recording Secretary

Brad Blawat
Secretary